

DIVISION OF BIOGRAPHIC INFORMATION

MANUAL

State Dept. declassification & release instructions on file

STATINTL

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200.0 COLLECTION

210.0 SCOPE OF COLLECTION

211.0 Categories of individuals

In order to carry out its responsibilities the Division attempts to procure as complete information as possible on the following categories of individuals;

The sovereign or other head of state, members of his family, leading executive assistants and privy counselors.

Cabinet members, heads of ministries and significant officials of other government agencies; with respect to the Foreign Office, those persons occupying positions equivalent to the Under Secretary, the Assistant secretaries and the directors of offices, particularly those in charge of United States affairs.

Provincial or prefectural governors, influential officials and mayors of important cities.

Justices of higher courts.

Presiding officers, heads of committees and important members of legislative bodies.

All diplomatic and consular officers.

Colonial service officers, especially governors and heads of departments.

Top ranking military and naval officers, especially diplomatic attaches.

Delegates to international conferences, or probable designees.

Leaders and prominent members of political parties, movements and groups, including unofficial opposition groups, whether operating against the local government or that of another country.

Leaders of and representatives to international organizations; principal members of international commissions.

Leaders and prominent members of labor organizations and socio-economic movements.

Newspaper, radio and motion picture editors, owners or operators.

International figures and figures of leading national influence in the field of finance, commerce, industry, education, religion, law and medicine.

Persons of potential importance in any of the foregoing categories.

212.0 Type of information

212.1 Surname

Given Names

Aliases or variants

Nationality

Title

Present position and date appointed

212.2 Career: Date and place of birth; race and religion; immediate family, antecedents, including relatives in public life and abroad; education, including degrees; facility in languages; positions held, with dates and circumstances; business affiliations; labor affiliations; membership in professional or social societies and clubs; political and party affiliations; honors; civil or criminal records; service and travel in U.S.A.

212.3 Personal: Appearance and physical characteristics; mannerisms; personal habits, including weaknesses and points of strength; personal idiosyncrasies; interests and hobbies; sources of personal income; points of sensitivity to be avoided in conversation; points of susceptibility which may be used to win subject's confidence; behavior in negotiation and the tactics most likely to succeed with him; intelligence (Is he well informed?); recent photograph (glossy print preferred).

212.4 Remarks: Activities in political, national, and international affairs; influence and reputation; connection with significant movements or developments; attitude toward U.S.A., U.S.S.R., and other countries; views on significant issues; ideology, including factors and persons influencing him; important or revealing statements attributable to the subject or concerning him; events bearing on his political and economic philosophy and influence; executive and professional or technical abilities and effectiveness.

213.0 Kinds of documents

213.1 State Department - Despatches, Airgrams, Telegrams or Reports.

Despatches which require BI action together with their enclosures.

All copies of reports bearing the title "Biographic Data" regardless of form in which received, together with any covering despatch and/or enclosures. *

All source materials requested by BI together with covering despatch or transmittal memo.

All material containing specified types of information originating in the Department or Foreign Service, i.e. memoranda of conversation, informal notes, reports, VD material, UNA, USUN, UN documents.

213.2 Other Agencies - CIA, Army, Navy, Air Force, FBI material containing specified types of information, i.e. MA and NA reports, Weekas, FBIB, CIA reports, Airgrams, Telegrams, reports or interviews and interrogations.

213.3 Published Materials - Newspapers, periodicals, reports, bulletins, diplomatic lists, government directories, telephone books, Who's Who publications, organizational charts or listings.

213.4 International organizations - International conference documents, listings issued by conference secretariats, bulletins, minutes, committee reports, publications, announcements.

* Retention of original copy compulsory

220.0 COVERAGE OF INTERNATIONAL CONFERENCES

Type of information desired concerning international conferences, meetings, etc.:

Official title, place and dates of beginning and closing of the conference.

Countries invited to the conference and countries actually attending the conference.

Summary of purposes for which conference was held and of accomplishments of the conference.

Complete membership of each delegation (with exception of US) including all officers of each delegation such as delegates, advisers, counselors, special and technical assistants, etc. In the case of USSR and satellite nations, complete listings including secretarial staff are desired. Listings issued by the Conference Secretariat are especially desirable.

Outstanding personalities at the conference with as much background information as possible about them.

Leading members of each delegation, particularly those who appear to have a commanding influence in their delegations.

All indications of positions taken by and views of individual delegates which appear to be at variance with official instructions. Full particulars of instances where individual delegates appear to have displayed independent action and issues involved in these cases.

All indications of individual delegate's standing with his home government. Did he ever appear to disagree with his government's position on international or domestic issues.

All indications of whether delegation always operated under strict instructions or were permitted latitude in voting and in formulating policy at the conference.

Appraisal of all officials at plenary sessions and committees, particularly chairman, vice-chairman and rapporteur of committees, including their ability to control work of committees and keep opposition in hand, effectiveness in keeping agenda, ability to resolve procedural and voting disputes, etc.

All comments possible concerning delegates with special emphasis on their language abilities, their appearance and manner, weaknesses and strong points, points of sensitivity which should be avoided in conversation, points of susceptibility which may be used to win their confidence, attitude towards US and views on significant issues, attitudes toward countries other than US and to their proposals.

Names of delegates who could be approached by US delegation and

230.0 COLLECTION - FOREIGN SERVICE

231.0 Instructions to the field

231.1 Instructions should be cleared with IAD if they cover the procurement of published materials, if they refer to material originating in CIA, or if they transmit requests originating in CIA.

delete 231.2 OLI must be included on the routing of all outgoing messages to the field (airgrams, telegrams, instructions, transmittal slips) classified "SECRET" or higher.

231.3 All outgoing telegrams and airgrams that are cleared by telephone or in person and hence do not have the initials of the clearing officer, must bear the initials of the person handling the clearance of the message, i.e.:

UNA
(Cleared by phone with Mr. Doe)
H.J.

231.4 The use of instructions is encouraged when it is desirable to transmit additional information or to comment about the enclosed BIOGRAPHIC DATA REPORTS or the reports prepared in BI.

232.0 Commendations for biographic reporting

delete 232.1 This Division is dependent to a considerable degree upon the reporting of foreign service officers in the field. It is highly important that the efforts of such officers do not go unrecognized. It is very encouraging to a person abroad when his work is appreciated and noticed by the home office.

232.2 The issuance of commendations for first-class reporting should not be restricted to any one time, but is a continuing matter for the attention of Branch Chiefs.

232.3 From time to time review the biographic reporting from the posts in your respective areas and submit to the Division Officers suggestions as to which posts and officers should be commended for their biographic reporting activities. Such a suggestion should take into account biographic information submitted in every manner and should not be based on Biographic Data Reports alone. Submit suggestions in the form of a rough draft of the commending instruction and mention any specific points on which the officer should be commended as well as a reference to any previous commendation. This

procedure should be used when you evaluate an officer's general work in the field of biographic information.

- 232.4 If you desire to commend or comment on a specific despatch or report, it is recommended that the "Political Report Appraisal Sheet" be used.

240.0 COLLECTION - MEETINGS

241.0 Meetings (procedure)

- 241.1 It is important for BI to participate in conferences with individuals whose familiarity with specific areas may provide information pertinent to BI objectives, and BI personnel is encouraged to develop methods of obtaining from these conferences the greatest amount of pertinent information for BI.

The conferences in question usually are of two types:

- (a) general conferences that usually are arranged under auspices outside of BI. (Most frequently these are conferences with FSO arranged by OLI).
- (b) BI conferences arranged by a BI branch.

Experience has demonstrated the importance of attending these conferences with careful previous preparation to obtain a definite objective. For BI, the objective differs according to the type of conference.

Experience has shown that a conference for which preparation has been made beforehand produces useful biographic information, and that a conference for which no special preparation has been made reveals a paucity of pertinent information. Every question should have a definite objective.

Note-taking is desirable when appropriate. It is regarded as not appropriate to take notes without previously receiving permission of the person being interviewed. Usually, extensive note-taking will not be necessary in the general conference but is desirable in the BI conference. In either case, before taking notes, permission should be obtained. Usually, in the BI conferences, there will be no objection to note-taking.

The conspicuous use of stenographers usually is distracting to the person being interviewed. This militates against BI interests if it causes the person being interviewed to become guarded and limit information. However, if there has been no objection to note-taking, it often is desirable to have a stenographer located apart from the conference, taking notes in an inconspicuous manner that does not distract the speaker.

Often it is desirable to invite guests from the research divisions to sit in on BI conferences. When inviting such guests, BI should tell them clearly that the objective is to obtain specific biographic data and that general discussions are discouraged unless directly pertinent.

The above comments are transmitted to encourage BI personnel consciously to develop a "conference technique", remembering always to "keep on the beam" and make every question and remark produce according to objectives for obtaining biographic information.

This is intended to be merely suggestive, and it is up to each group and individual to work out productive techniques. The most important thing is to plan carefully beforehand and keep the conference "on the beam" to produce what BI wants.

- 241.2 BI's objective in the General Conference is to determine, in general, in what categories the person being interviewed probably has familiarity and knowledge about individuals of interest to BI. BI's approach here, principally, is "to take soundings"; it is exploratory. Before attending a general conference BI representatives should meet as a group and prepare questions that will reveal in answers the areas and scope of the familiarity. (For example, if the person being interviewed is an economist and if his speciality is not generally known, directed general questions should reveal whether his speciality is trade, agriculture, banking, etc., whether he is familiar with persons in the field, whether his acquaintances are the financial or other groups within the field, etc.). It is not appropriate for BI personnel to monopolize these conferences to pin down the person to provide biographic data; but direct general questions and occasional specific questions, will permit exploring for BI possibilities and still permit general discussions for the entire group. These conferences should be used by BI to evaluate the possibility

that a man has information of interest to BI; it always should be assumed that BI can follow up by inviting the man for questioning by BI alone. And BI should follow up.

- 241.3 BI's objective in the BI conference is to obtain specific biographic information. This objective should control the entire conference. Having appraised a man in the General Conference, or by personal acquaintance, the BI personnel should prepare beforehand specific questions to be addressed to the man. Let every question count, by producing biographic information. As a rule, do not ask general questions (background), and do not let the person being interviewed wander into generalities; keep the conference "on the beam" by specific questions for definite biographic information.

242.0 Interviewing FSO's

- 242.1 The names of these officers, most of whom are in the Department on consultation before proceeding to another post, are received from IAD, who will inform our Document Clerk about these officers, including their previous posts as well as the time and place of the meeting which interested members of BI can attend. After appropriate consultation with the sections, the officer on the Intelligence Conference desk will be informed of the names of BI personnel who will attend these meetings.
- 242.2 Senior Foreign Service Officers - BI is normally informed about such officers by copies of memos drafted by the officer on the Intelligence Desk and addressed to the Director of OLI, which summarize the information available about the assignments of these officers. The Document Clerk will be responsible for routing these notices immediately to the interested sections and, upon inquiry from the officer on the Intelligence Conference desk, for consulting with the Branch Chiefs to determine what members of BI will attend meetings with these officers in the office of the Director of OLI.

243.0 Interviews with returning Chiefs of Mission

- 243.1 Arrangements have been made for securing interviews with selected returning Chiefs of Missions. OLI will notify OIR of the availability of certain Chiefs and OIR will then be in charge of designating persons to attend. BI personnel will be invited if their intelligence needs are relevant to a particular interview. Intelligence representation at such interviews should not exceed five; ideally four or less specialists will be present.
- 243.2 It is hoped that these interviews will give intelligence specialists a real opportunity for informal but concentrated discussion of current and anticipated developments in and concerning the country to which a given Chief of Mission is accredited. In the main, discussion should center upon matters of direct concern to the current research program. Every effort should be made to prevent interviews from becoming perfunctory or routine. No interview should be requested unless there is clear evidence that it will be profitable to the research personnel involved.
- 243.3 It should be understood that these special arrangements do not in any way affect the larger and more general meetings which are conducted by OLI for subordinate Foreign Service officers or those meetings which occasionally are arranged for returning Chiefs of Mission by CIA or by the R Office. Nor do they, in any way, preclude special BI meetings with members of the foreign service or direct contact between BI and foreign service officers in whom BI has a special interest. All analysts are encouraged to use their initiative in being informed about the whereabouts particularly of officers who have done biographic work.

250.0 COLLECTION - DEPARTMENTAL SOURCES

251.0 Division of Libraries and Reference Services (LR)

LR maintains and services the Department's collection of published material, provides a reference service, and maintains a subject index of documents of interest to the intelligence area of the Department.

BI analysts should make use of LR facilities in order to insure maximum replies to requests for biographic information.

251.1 LR Subject Index

251.11 Publications

Publications are indexed by subject, title and author.

251.12 Documents

Documents are indexed by subject and area.

251.2 Reference Service

A reference staff is available to assist in determining facts such as dates of past conferences, etc. The open shelves contain many reference works, such as Who's Who volumes, of particular value to BI.

251.3 Inter-Library Loan

This section borrows materials from other libraries, especially the Library of Congress.

251.4 LR Reading Room in the Library of Congress (LC)

A reading room in the Library of Congress has been reserved for the official use of officers of the Department of State.

251.41 Requests for use

All requests for the use of the LR reading room and for the use of other LC facilities, such as stock permits, should be addressed to the Chief of FSU who will make the necessary arrangements with LR.

251.42 Location

The IR reading room is study room 55, deck B, east side of the main building of the IC. It is served by elevators C and F, which can be reached from the east entrance to the building during the day. At night, entrance to the building is possible only through the west (main) doors.

251.43 IR reference assistant

An IR reference assistant is in charge of the room to answer requests for information and books and to take care of reserve material. A telephone will be available for incoming and outgoing calls, code 173, extension 557.

251.5 BI requests for IR

251.51 Loan procedures

All requests for specific documents and publications from IR or IC should be placed through the FSU (Information Clerk) for purposes of control.

However, the analyst should call IR directly when it is desired to ascertain what material on a given subject is available in IR. Specific titles resulting from such an inquiry should be sent from IR to the FSU which will log them and pass them to the BI requestor.

251.52 Purchase orders

All purchase orders of publications, whether for BI retention or loan, and subscriptions to newspapers and periodicals must be placed through the FSU (Information Clerk) and not with IR directly.

252.0 IAD Representative in New York

252.1 All telephone requests to the IAD representative in N.Y. should be entered on the card provided for this purpose:

REQUEST FOR MR. DAVIS, IAD, N. Y.

Info. desired on:

Nationality:

Identification:

Purpose of request:

Urgency:

Proposed classification:

Suggested contacts:

Name:

Extension:

Davis notified:

Material received:

A supply of these cards is maintained in the Supply Room.

252.2 Requests entered on these cards are to be submitted to the FSU Information Clerk. Written requests should also be channelled through the front office.

252.3 In order to assist the IAD Representative in securing information for BI, it is advisable, wherever possible, to state the reason why the information is desired. If the reason cannot be relayed over the telephone, submit a short memorandum which can be transmitted to New York by courier and the IAD Representative can be advised that such a memorandum follows when the telephone request is made.

It is necessary to follow this procedure in order to reduce the number of contacts made with the IAD Representative and to reduce the number of long distance calls, in accordance with the requirements of the Division of Central Services, Telephone Section.

Exceptions will be made only when justifiable and must be cleared first with the Chief of the FSU.

253.0 Division of Security (SY)

In general, SY is primarily responsible for the activities of foreigners in the U.S. (occasional overlapping of BI and SY interests is recognized in this case). SY's interests abroad are limited to the activities of Americans and to foreigners whose activities concern CON divisions. BI is responsible for the coverage of foreigners abroad.

SY maintains a card file in which is recorded as reported by various domestic agencies the arrival of aliens in the U.S. Documents are checked against the card file and the departure of aliens whose entry was recorded is noted on the same card. The departure of aliens whose entry was not recorded is not now noted in the card file.

BI should record only that information which, from the description contained in the document or previous knowledge of the person in question appears to warrant carding.

SY provides BI with the names of any aliens whose activities in this country warrant close observation of their activities after their departure from the U.S.

254.0 Division of International Exchange of persons (IEP)

There exists in IEP considerable information concerning important foreign visitors to the U.S. This information includes:

Reports from the American missions informing the Department of the departure of important persons to the U.S.;

Weekly reports submitted by the OIC Branch offices in New York, Miami and San Francisco, listing important foreigners who have registered or whose arrival has been announced in the local press;

Information obtained from the foreign missions in Washington. The person in charge may be called directly for information about such persons.

255.0 Visa Division (VD)

255.1 Requests for Visa Information

VD files should be checked if you have reason to believe that a person has ever applied for entry into the US. All requests to VD must be made through the FSU; requests of a routine nature to the Information Clerk for reference to the Visa Files Branch and urgent requests to the Chief of FSU for reference to the Chief of the Files Branch. Upon receipt of the file, it will be logged and sent immediately to the requestor. VD files may be kept "as long

as needed" but in no case should this be construed as meaning more than a week. When material has served its purpose it should be returned to the FSU where it will be logged out and returned to VD.

255.2 Information of interest to BI in VD.

Visa has numerous sources of information on personalities which are not available to BI. Members of VD save extra copies of such material for BI and when extra copies are not available, they keep a list of names on whom they have information of interest to BI. This material is picked up periodically by the Chief of FSU. Extra copies are sent immediately to the analyst concerned. In the case of lists, cards are prepared by the FSU containing subject's name, country and the fact that information is available in VD. These cards are then sent to the Branches for filing. If information is desired on the basis of these cards, it should be requested as outlined in 255.1.

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300.0 REVIEWING AND PROCESSING

310.0

310.0 REVIEWING AND PROCESSING -- NON-RETENTION MATERIAL

The following should be observed in relation to non-retention material:

- 310.1 All material must be returned through the FSU.
- 310.2 Action copies (Telegrams, Airgrams and Despatches) must be returned within 3 days of date received.
- 310.3 Telegrams, Army and Navy cables, with further routings must be out of the Division within 24 hours. (These are to be placed in the FSU box specifically indicated for this purpose.)
- 310.4 LR documents are on loan for 3 days - unless otherwise indicated.
- 310.5 All other non-retention material must be returned within two weeks unless there is justification for a longer period of retention, in which event the analyst will clear the matter with the FSU.
- 310.6 For instructions on handling [REDACTED] refer to Division Memorandum No. 30, July 19, 1950, classified CONFIDENTIAL. This Memorandum is on file in the Central Information File in the Division Office.

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320.0 REVIEWING AND PROCESSING - SELECTION OF MATERIAL FOR FILES

- 320.1 In screening and reviewing documents, we should always ask ourselves: DOES THIS ITEM ADD TO OUR KNOWLEDGE OF THE INDIVIDUAL? If the answer is negative, then the information is extraneous from the BI point of view and should neither be placed in the files nor in the backlog.
- 320.2 Folders should not be considered as a catch-all and as a short-cut for storing information. Documents of considerable length, but often containing only a sentence or two of data pertinent to our work, should not find their way into folders, thus adding unnecessary bulk and dead weight. If the item of interest represents merely a small percentage of the whole document, this item should be reviewed and extracted, i.e. either clipped and fastened to a clip sheet by means of scotch tape or typed directly on a clip sheet or, preferably, on an information card. Any item which is smaller than letter-size paper should be fastened to a clip sheet before it is inserted in the folder. Unless this is done, clippings are easily overlooked in the folder.

321.4

321.4 Deceased individuals. Recording of date of death is usually sufficient. It should be emphasized that our files are intended to reflect information concerning persons active today. BI does not have the responsibility of maintaining historical records.

321.5 The mere fact that information pertains to an important person does not necessarily mean that we should record the material unless it adds to our knowledge of the person. The following examples illustrate what BI does not want:

Routine activities of officials.

"The Minister of the Interior attended the weekly cabinet meeting and suggested that it would be more convenient to change the time of meetings from Wednesdays to Thursdays." This item tells us nothing about the man and is therefore of no value to BI.

"The Minister of the Interior appointed X,Y, and Z to vacant posts 1,2, and 3 in the Ministry." Such information should be recorded under X,Y, and Z only and not under the name of the Minister, unless such appointments represent a departure from the Minister's pattern or routine.

Routine speeches (repetition of statements which the individual has been making).

If Pauker says that Rumania looks to the U.S.S.R. for guidance and support, she is merely following a well-known course; she is making a routine statement. The item does not cast any new light on her and is therefore of no value to BI after the information has been recorded once or twice.

Unless we carry out this policy of eliminating duplication of information, BI runs the risk of having four or five folders pertaining to significant individuals. Such folders obviously contain much extraneous and duplicating material which not only does not contribute to our knowledge but also makes it far more difficult to extract the pertinent facts.

In screening and reviewing documents, we should always ask ourselves: DOES THIS ITEM ADD TO OUR KNOWLEDGE OF THE INDIVIDUAL: If the answer is negative, then the information is extraneous from the BI point of view and should not be placed in the files.

322.0 Handling of Documents and Reducing Backlog

Material may be placed into or removed from the Division mail distribution boxes at any time during the working day. However, final distribution for other branches should be prior to 5:15 in the evening and nothing should be placed in the boxes after that time. Final pickup of material should be made between 5:15 and 5:30. Failure to make the final pickup means that the material must be removed, locked for the night and then be replaced in the morning.

- 322.1 Branch chiefs are responsible for screening all incoming material daily in order to identify material requiring action; that of sufficient importance to be placed in files at once; that which can be eliminated; and that which must be processed and passed on immediately to other sections of BI or to other divisions.
- 322.2 Analysts should process material initially by eliminating that of no interest to the area files under reference; eliminating original documents (non-retention type) by ordering copies or making copies or extracts of the pertinent passages: (it is essential that we keep our records clear with DC/R, LR and the Department as a whole); eliminating duplication of coverage.
- 322.3 After these steps have been taken, a much smaller amount of usable source material will remain, which is the only type which should be added to the backlog in these areas where it is necessary to maintain a backlog. The above-mentioned procedures should largely solve the problem of further additions to the backlog. It is obvious that the problem of an existing backlog can be resolved only after we have taken the steps necessary to prevent further enlargement of the backlog.
- 322.4 The following procedures apply to the processing of lengthy documents or lists which contain biographic items of interest to four or more branches. Typical of such documents are UN publications, IUS, WFDY, WFTU releases etc.

Such documents, upon receipt in BI, are routed to the branches concerned with instructions to check the names or items which they desire carded. At that time it is the responsibility of the analyst to make any corrections in names or in the material to be carded and to indicate the proper code numbers, when category cards are desired. The actual typing of the items will be done by the FSU but material marked should be kept to a minimum. Extraneous items of doubtful value should not be included

322.4

simply because the burden of typing does not fall upon the branch. Documents should be passed along to the next branch indicated on the routing slip as rapidly as possible. Upon the completion of the routing, the document is returned to the FSU for carding in the required number of copies in accordance with the instructions of the branches. These cards will then be sent back to the branches for filing.

If the system is to be effective, however, the analyst must review and pass along the document as quickly as possible and make corrections legible and instructions clear and concise.

323.0 Example of Extraneous and Duplicating Items in BI Files

An item had been marked for incorporation in the "Atlantica" files under the name of "Joe Zilch". The item stated that Zilch, press spokesman for the government, had informed the public that the government took a serious view of separatist activities in one of the provinces (information, of course, irrelevant because it told nothing about Zilch). A check of the information card file revealed that there were 27 cards on Joe Zilch, some headed correctly: ZILCH, Joe; others incompletely: ZILCH or ZILCH, lawyer. Of these 27 cards, only one contained information of value: date of his appointment as press spokesman and a brief curriculum vitae. The remaining 26 cards repeated the information that Zilch was press spokesman, each card quoting Zilch on some aspect of the government's views (of no interest in connection with Zilch). A check of the folder file revealed 1) a folder labelled ZILCH, -- and containing one item about the government's views in 1944; and 2) a folder labelled ZILCH, Joe, containing perhaps 20 more items about the government's views. When all the available information on Zilch had been sifted, it was possible to say only: "ZILCH, Joe -- press spokesman of the Atlantica government; appointed September 1943; lawyer by profession; in government service since 1928." 48 items had been added to the file and yielded only these bare facts. In addition, Zilch was being carried in the file as two different persons. It is a safe assumption that, unless material adds to our knowledge of the person, it will never serve a purpose in BI and therefore does not deserve inclusion in the files.

324.0 Example of Processing Technique

FBIS Daily Report, July 30, 1946

Rome, ANSA, Italian Press Service, in Italian Morse to Italy and the Balkans, July 29, 1946, 6:12 p.m. EST--L

(Text)

"Milan--The Vice Chief of Police, Dr. De Cesare, who was visiting Milan, gave an interview to ANSA on the general situation of the police in Italy, and the directives followed in its reorganization. He said that although the police force is not perfect, it is in a position to insure order and tranquility among the citizens.

"The new uniforms will be practical and economical, grey-green in color. Motorization will soon be complete, and equipment with armaments increases steadily.

"The new standard of equipment aims at eliminating the use of firearms and replacing them with innocuous but effective means of repression. Means of communication are being steadily modernized and an Italian patent is being studied which permits communication between individuals.

"During the afternoon Dr. De Cesare met the heads of divisions and services in Milan and then reviewed officers and noncommissioned officers."

Given the above item, what should the analyst do with it?

Check the item for names.

In this instance we find the name of De Cesare.

Having found this name, we proceed to extract that information which tells us something about De Cesare. We learn that he is "Vice Chief of Police" who was visiting Milan. As a result of this statement, we know that he is not a Milan official but rather "Vice Chief of Italian Police" and that the term "Vice Chief of Police" is vague and inadequate. The remainder of the item describes routine activities of a high-ranking police official: interview on the general situation of police in Italy, proposed new uniforms and equipment of the police, and meeting with police officials in Milan. We are not interested in these activities from a biographical point of view because they do not cast any light on the man de Cesare; any vice chief of Italian police would, in the conduct of his official business, engage in the same activities and make similar statements. BI is responsible for data concerning De Cesare but is definitely not responsible for recording the grey-green color of the new police uniforms.

Consult the information file to determine whether De Cesare's name already appears there. If so, is his given name listed? And do we already have an entry in our files to the effect that De Cesare holds the position of Vice Chief of Italian Police?

324.0

Assuming that we do not have the information in the files but that we do have other information about him which enables us to determine his given name, we then set up an information card as follows:

ITALY	UNCLASSIFIED
CESARE, [*] [Luigi] de	rpt July 29, 1946
Vice Chief of Italian Police.	7
Rome radio, ANSA, Italian Press Service, July 29, 1946 FBIS <u>Daily Report</u> , July 30, 1946	
WJM August 16, 1946	
	code "Police"

*Brackets indicate that the name, although correct, did not appear in source. The above, then is the extent of the information in which BI is interested. On the basis of this information, we prepare a category index card as follows:

ITALY	7
CESARE, Luigi de	
Vice Chief of Italian Police	
a.	
a/o July 29, 1946	
r.	

If the exact date of the above appointment is determined later, that date should be entered following a. ("appointed").

330.0 REVIEWING AND PROCESSING - TYPES OF FILES

331.0 Information File consists of two parts, a 4 x 6 card file and a legal-size folder (dossier) file. Each of these files is kept in alphabetical order by name, with the most recent information on an individual first in his file. A separate information file exists for each nationality group. The file in which

information about a person is kept is determined by the person's citizenship rather than by his location. Certain exceptions to that basic rule have been recognized, however, in the handling of Stateless Persons (334.3) and such persons whose citizenship is overshadowed in practice by their activities in or on behalf of another country.

In the latter instance it is sometimes reasonable to keep information in the file of the country in which they are active and from which, presumably, most source material would come. The decision, however, must lie with the Branch Chief in charge of the country of the individual's last known citizenship. Whether or not the Branch Chief approves a transfer of material, cross reference cards should be placed in the files of all countries involved and all source material should be promptly forwarded to the Branch in charge of the individual's file. At all times, analysts should be careful to check carefully with all Branches which might possibly have a file before setting up a new file on a person of dubious or possible dual nationality. Information of a brief, factual nature is usually placed on cards, while retention documents and longer items find their place in the folders.

331.1 Card File. Consists of the following types of cards:

331.11 Information Cards.

331.12 Indicator cards.

Blue cards referring to the names in the folder file. The insertion of the indicator card in the card file means that the card file provides a complete list of all names on record for a given nationality group.

331.13 Cross-reference cards.

Indicate that the information on one individual is filed under the name of another.

331.14 Cross-index cards

Indicate variations in the name of an individual or that the information about a person is, for some reason, kept in another nationality file.

331.2 Folder file. Legal-size folders for documents.

2.0 Deceased File. Consists of cards and folders withdrawn from the Information File upon a person's death. The cards are filed in a "deceased" section at the end of the card file, the folders in a "deceased" section at the end of the Folder file. One card must remain in the Information File, however, indicating the person's death and the location of his cards in the "deceased" section.

333.0 Category File (Category Index). Consists of a 4 x 6 card file kept in conjunction with each nationality information file to control information by position, occupation, and affiliation. The basic sub-divisions of the Category Index are sufficiently general to permit their adaptations in all areas of the Division.

334.0 Miscellaneous Files

334.1 Special File. This file, kept by country, contains information which, because of its high security classification, must be kept apart from the regular information file. The Special File is always kept in a combination-lock cabinet. Names of the individuals in this file are cross-indexed to the main file.

334.2

334.2 United Nations (UN) Central Name File. The Division Office maintains a master alphabetical file of all persons associated with UN organs, commissions, committees, and affiliated bodies. Copies of these cards are kept in the appropriate country information and category files.

334.3 Stateless Persons File. While it is necessary to conform as much as possible to the basic principle of filing individuals according to their nationality (citizenship), certain exceptions are required in the case of persons of undetermined nationality or those who are known to be stateless. It must be emphasized that at least 90% of the stateless persons who come within BI's purview are too insignificant to be of concern. A central, world-wide file is, however, established in the FSU as a repository for information on stateless persons of interest to BI. The information file contains some reference to the person, either in the form of biographic data or of a cross index card as outlined below.

A concurrent category file is also established, broken down according to:

- a) Country of last citizenship, if known;
- b) Country of present residence;
- c) Organizations or associations of stateless persons.

The factor determining whether information about a stateless person should be placed in the Stateless Persons File or in the country of last citizenship file is whether the latter contains information about the person. If it does, the data is kept there and a cross index card is placed in the Stateless Persons File and in the appropriate category breakdown. These cross index cards will indicate in which country file the information is being maintained.

If no previous information is found in the country of last citizenship file, the data is kept in the Stateless Persons File and a cross index card to that effect is placed in the country of last citizenship file.

When a stateless person acquires new citizenship, the information on the person is transferred to that country file. A cross index card is then placed in the Stateless Persons File indicating the new repository for the information and the change is also noted on the corresponding category cards.

If information is filed in the country of last citizenship file and the person becomes a citizen of another country, the file on the person will be transferred to the new country file. At the same time a cross index card noting the change will be placed in file of the country which previously held the information and another in the Stateless Persons File.

334.4 Central Information File

This file, located in the Division Office, consists of unprocessed series documents which are issued periodically and are of interest to several or all Branches. They include such items as minutes of various meetings, Daily Intelligence Comments, BI Division Memoranda and similar items which would lose their value through delays in routing to each Branch or are not of interest to all Branches. Material is filed immediately upon receipt in loose leaf binders which may not be removed from the Division Office. The File should be consulted regularly since some of the items require action by the Branches or contain information which should be processed into country information files.

340.0 REVIEWING AND PROCESSING - ORGANIZATION OF MATERIAL FOR FILES

341.0 Information Card File

When it has been decided to record information on a card (rather than in a folder) the following items must be included:

341.1 Classification of the Material. Secret, confidential, restricted, unclassified - as indicated in the source.

341.2 Country of Nationality.

341.3 Fullest name available (last name, given names. Variants and characters where appropriate).

341.4 Date of information. Since all information about an individual will be filed chronologically (starting with the most recent date and working back), it is necessary to localize the date of the event wherever possible. Thus if an event took place on October 13, 1944 and was mentioned in an intelligence summary of November 15, 1944, the date of the event (the "as of" date) - October 13, 1944 - is the date of information and will determine the order in which the card is filed among the cards on an individual. If the exact date of the event is not known, the intelligence summary (see above) states that so-and-so recently happened, then the "report" date will be used, i.e. "rpt. November 15, 1944" and this date will determine the filing order of the card. If the information is more inclusive

341.4

and covers a person's career up to 1935, then "to 1935" will serve as the date and the card will be filed under 1935. If the information deals with the period 1927-1941, the date used will be simply "1927-1941", and the card will be filed under 1941. In keeping with Departmental practice, dates are written as follows: February 5, 1946.

341.5 Pertinent Information about the individual.

341.6 Sources. All information must be attributed to a source. Consequently each information card must contain such a reference, e.g. New York Times, January 10, 1946. When the information has been received from a source which is not the original but the transmitting source, both sources should be listed. For example, a report broadcast by the Paris Radio is the primary source and the FBIB Ticker is the secondary source. The originating source is referred to as the primary source, the transmitting source as the secondary source. Occasionally a third source is involved: e.g. if the Neue Zeitung publishes a report which the Berlin Radio broadcasts and which the FBIB Daily Report quotes, then there is a primary, a secondary, and a tertiary source. In such cases it may be desirable to mention the original (primary) source in the text ("According to the Neue Zeitung...") and to list the secondary (Berlin Radio) and the tertiary (FBIB Daily Report) sources below. Sources should be identified by name or title, serial number (when it exists), and place and date of report. In addition, any evaluation of the primary source by the secondary source should be included.

If the source is a person, a brief description of his background is in order. Such a description should include at least the source's nationality, profession, and dates of residence in the area upon which the source is reporting. The political affiliation of the source should also be mentioned. An evaluation of a personal source is desirable. Some CIA interrogation reports provide examples of source description and evaluation.

341.7 Initials of person preparing the card and the date of preparation.

341.8 Analyst's comments whenever the need for them arises. The analyst making the comments should include his or her initials in the event that the card has been prepared by some one else.

341.9 Sample Information Cards.

341.91 Cards with one name.

COUNTRY OF NATIONALITY		CLASSIFICATION
LAST NAME, Given Names	"as of" date of information	location
Data on the individual		of codes
		when used
Primary source, (Serial No.), Place and Date of Report (Evaluation, if any)		
Secondary Source, (Serial No.) Place and Date of Report (Evaluation)		
Analyst's Comments	Initials of persons preparing card; date of preparation.	

ITALY	CONFIDENTIAL
HITLERINI, Benolf	to November 10, 1945
<p>Fascist journalist. Born September 23, 1882, Milan. Served in the Italian army during World War I. Came into prominence as a socialist agitator in 1919. Headed an uprising in Munich in 1923. Joined staff of <u>Popolo d'Italia</u> in 1924; editor-in-chief 1925-1935. Fascist politician of determining importance, 1926-1945. Has been called a "vain, conceited fool". Considered totally insignificant by the leaders of the non-fascist parties in Italy as of November 10, 1945.</p>	
<p>Roberts Report, L-899, Zurich, November 16, 1945. SSU, War Department, A-65368, Washington, December 28, 1945. (B-2)</p>	
<p>Analyst's Comment: Roberts Report L-731, Zurich, January 10, 1945 contradicts the present report as to Hitlerini's "insignificance". EHR</p>	
<p style="text-align: right;">WJM January 12, 1946</p>	

341.92 Cards with more than one name. In order to reduce time spent in preparing individual cards and in those cases when it is desirable to list names in conjunction with one another, a ditto carbon (hectograph) master or a standard register card may be used, depending on the number of copies needed. Sufficient copies are then made to allow one copy to be filed in the information card file under each name, which is underlined in red and an adequate number of cards for the category file. This type of card is set up as follows:

COUNTRY OF NATIONALITY		Classification
Statement which associates the following individuals with one another		"as of" date of information Location of codes if used
LAST NAME, Given Names Biographic data	- Position	
LAST NAME, Given Names Biographic data	- Position	
LAST NAME, Given Names Biographic data	- Position	
LAST NAME, Given Names Biographic data	- Position	
Source	Initials of person preparing card; date of preparation.	

341.92

GERMANY	RESTRICTED
October 8, 1945	
Executive Committee of the Anti-Fascist League of Berlin, elected 8 October 1945	
HOLLER, Franz	- Chairman
Lawyer, Born 1898. Member of Christian Democratic Union. Political refugee in Sweden, 1933-1945.	
KLEMM, Herbert	- Vice Chairman
Trade Union leader, Social Democrat, Born 1905.	
MARTIN, Josef	- Secretary
Glass manufacturer, Liberal Democrat.	
LEHMANN, Fritz	- Treasurer
White collar worker. Communist. Born 1891, Berlin.	
Weekly MG Report, #24, Berlin, October 12, 1945	
RLS November 1, 1945	

342.0 Indicator Card.

Whenever a dossier on an individual exists, a 4 x 6 indicator card is prepared calling attention to this fact. This card is placed in the information card file, preceding the information cards on that individual. The indicator card, blue in color, contains the country of nationality and the complete name of the individual. The indicator card may also be used to designate the existence of other reference material on the individual outside the alphabetical information file, such as reference books. The card is set up as follows:

COUNTRY OF NATIONALITY	
SURNAME, Given Names	
Reference to other sources outside the file	
CHURCHILL, Winston	GREAT BRITAIN
Who's Who 1945, p. _____ International Who's Who, 1944 p. _____	

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343.0 Cross Index Card

The cross index card is a reference from a variation in the name of an individual -- alias, pseudonym, etc. -- to the name under which the information about him is filed. Examples of a cross index card:

343.1 If John Doe is an alias of John Smith.

4"	DOE, John	NORWAY
	same as	
	SMITH, John	

6"

343.2 If there is a variation of spelling of John Doe's name sufficient to change his filing position.

4"	DHOE, John	NORWAY
	see DOE, John	

6"

343.3 If John Doe's name includes a matronym or other name by which he may be known and referred to:

4"	JONES, Doe, John	NORWAY
	see DOE, John Jones	

6"

- 343.4 When a person becomes prominent in a country other than that of his nationality (in which file the information about him is usually kept), it may be desirable to place a cross index card in the information file of the second country referring to the existence of information about him in the file of the first country.

4"

MANDL, Fritz	ARGENTINA
see MANDL, Fritz (AUSTRIA)	

6"

344.0 Cross reference card

The cross reference card indicates that information on one individual is filed under the name of another. It specifies whether the information is on an information card or in a dossier, and also identifies the source.

344.1 Examples of a cross reference card:

4"

BLOKE, Joe	AUSTRALIA
see BF FRANK, James	
Tel. 174 of June 3, 1944 from London	

6"

4"

BLOKE, Joe	AUSTRALIA
Business associate of FRANK, James (c.v. IK)	

6"

Note: BF dossier
IK information card

344.2 Usually, if a person's name is picked up at all, it is of sufficient importance to warrant the use of an information card or dossier. The accessibility and usability of the information file becomes greater, the more systematically and thoroughly information about an individual is filed under his own name. Cross referencing should be held to a minimum.

Note: Cross index cards refer to one and the same individual while cross reference cards refer from one individual to another individual or to a group.

345.0 Biographic Folder

The folder is slightly larger than legal size with a set of fasteners at the top of the left-hand flap and another set of fasteners in the middle of the right hand flap. Holes must be punched in all material to be included in the folder and filed securely by means of these fasteners.

Each folder consists of three sections: a report section, a preliminary section and a raw material section.

345.1 Report section. All reports written in the Division on the individual under reference are filed in the report section on the left side of the folder and attached to the fasteners at the inside top of the folder. The reports are filed chronologically with the report of most recent date on the top.

345.2 Preliminary section. The preliminary section of the folder is filed first on the right hand side of the folder on top of the raw material section. It includes the following material in the order listed:

All Biographic Data Reports (special biographic reports submitted by Foreign Service Officers in the field) filed chronologically, with the most recent on top.

Any pictures concerning the individual which the analyst believes desirable to include in the folder.

345.3 Raw Material section. The raw material section comprises the main body of information on the individual for whom the folder is prepared. The material is filed chronologically by the "as of" date, with the information of most recent date on top and is attached to the fasteners on the right-hand flap. Documents which can be retained are filed directly into this section. When not placed on cards, short excerpts from documents or items of too small a size to be secured directly by the fasteners are stapled, scotch taped or typed on to a legal size piece of paper before being filed into the folder (such sheets are traditionally referred to as "clip sheets"). If the latter procedure is used, the following additional items must be included on the "clip sheet" above the item of information:

The primary and secondary sources listed as completely as possible, including the DCR file number or the LR accession number whenever possible.

The evaluation as indicated.

The classification as indicated.

The initials of person entering the item and date of entry (to be written in ink or typed on the top left corner of the clip sheet). The name of the subject and the country in which filed are also added at the top of the clip sheet.

345.4 Folders are stamped with the name of the country in which filed and are identified by a blue label with the full name of the subject of the folder. These items must be added to each new folder as it is established, a duty which in general will be performed by the servicers. At the same time that a folder is established, an indicator card referring to it and containing a name identical to that on the label of the folder must be typed and filed in the information card file. If the need arises to change the name either on the label of the folder or on the indicator card referring to it, the name on the other item must be adjusted accordingly.

345.5 The folder is not a catch-all. Documents of considerable length, containing only a sentence or two of data pertinent to our work, add unnecessary bulk to the file. If the item of interest represents merely a small percentage of the whole document, this item is reviewed and extracted, i.e. either clipped and fastened to a clip sheet by means of scotch tape or typed directly on a clip sheet, or preferably, on an information card.

345.51 An auxiliary folder may be established at the front of the Folder File in the discretion of the Branch Chief. Into this folder which is alphabetically arranged, may be placed single clip sheets on individuals concerning whom no other folder items have been received and who does not at the time appear to warrant making a new folder. A blue indicator card, referring to the auxiliary folder, is prepared for the Information Card File. This folder must be checked regularly in order that a folder bearing a man's name may be prepared when more than two clip sheets on him have been accumulated in the auxiliary folder. Such a transfer must be noted on the blue indicator card.

345.6 If a folder leaves the Division, the full title of the Division must be stamped on the outside of the folder and an "out" system must be used to indicate the date of removal and the location of the folder. The folder must also bear a secret classification.

346.0 Deceased File.

346.1 Information cards containing data about deceased persons are transferred to the "deceased" file, but only if there is more than one card on the individual under reference. One card bearing the name, position, date of death, and reference to the other cards (if any) in the "deceased" section is kept in the information card file as a reference. The cards thus removed from the card file are placed in a "deceased" section at the end of the card file.

346.2 Biographic folders on deceased persons are transferred to the "deceased" section at the end of the biographic folder file. The corresponding indicator card is marked "DECEASED" so that the location of such a folder is immediately evident. The indicator card should be filed in the "deceased" card

file unless it is the only card pertaining to the person under reference, in which case the indicator card remains in the active information file.

347.0 Category file (category index).

The category file is a 4 x 6 card file. One category file is kept in conjunction with each nationality information file. The basic subdivisions are sufficiently general to permit their adaption in all areas of BI. The code preceding each category (outlined below) represents that category on the category index card and is placed in the upper right-hand corner of the card.

The categories are inclusive enough to permit individual areas to adapt them to regional requirements. The category index is intended to be used with appropriate subheadings. Any of the basic categories which do not apply to a given area are omitted but no change is made in the coding of the subsequent categories.

Category Index Codes:

1. Chief of State (President, Vice-President, junta, sovereign, royal family, etc.)
2. Cabinet (Prime Minister, Deputy Prime Ministers, Ministers, and Deputy Ministers)
3. Ministries (and other national government agencies)
 - A. Foreign Affairs
 - B. Interior (Home Office)
 - C. National Defense (Subheadings Army, Navy, Air Force, if necessary)
 - D. Finance (Treasury)
 - E. Justice
 - F. Agriculture
 - G.-Z. Others

4. Foreign Representation

- A. Diplomatic and Consular
- B. International Conferences, Congresses and Expositions
- C. International Organizations, Commissions, and
Institutions (not affiliated with the United Nations).
- D. Special Missions

347.0

5. Judiciary (Supreme Court, etc.) (Insofar as it is under the jurisdiction of the national government)
6. Legislature
 - A. Upper House
 - B. Lower House(If only one legislative chamber, use "6" by itself)
7. Police (Internal Security)
8. Armed Forces
 - A. Army
 - B. Navy
 - C. Air Force(Including chiefs-of-staff, but not ministers of war, etc., unless such ministers are at the same time high ranking officers)
9. Nationalized Enterprises
 - A. Financial (national banks, etc.)
 - B. Industrial (oil development agencies etc.)
 - C. Public utilities (state railways etc.)
10. State and Provincial Government
(Regional subheadings for individual states or provinces, as desired)
11. Local (County and Municipal) Government
12. Residence abroad
13. Visits abroad (private)
14. Unofficial missions abroad (trade union congresses, etc.)
- 15-19 Open
- 20 International Sympathies (first cut guide card)
 - A. Pro-U.S. (second cut guide card)
 - B. Pro-Western (second cut guide card)
This designation should be used when it is established that the individual is known to be pro-western but not specifically pro-U.S.
 - C. Pro-USSR (second cut guide card)

This designation should be applied to those who, although not recognized members of the Communist Party, are nevertheless in favor of Soviet aims as opposed to those of the U.S. Communist Party members should not be included here but rather under "21" (Political Parties - Communist Party).

Additional guide cards can be added to the category if and when further international sympathies are to be catalogued. Cards under each of the sub-headings should be filed alphabetically.

Determination of names to be included in the "20" category should be based on the following criteria:

Sympathy, not station in life, is the basic consideration. A person's position, though it might well be included on the category card, is not a determining factor in the selection of his name.

Substantial evidence should be adduced before a person is so classified. The mere fact that he belongs to a political party or to an association that has a pro-western orientation, or that a Biographic Data statement, without further explanation, describes the person as "believed to be friendly to the U.S." cannot be accepted as definitely establishing such sympathies. Rather such evidence is to be found in a man's speeches, in his actions (helping an enemy of the regime escape, etc.) in statements of American officials who are acquainted with him, and in an accumulation of data confirming his sympathies.

21. Political Parties and Movements
(Sub-headings for individual groups, leaders in exile, etc.)
22. Societies (secret, etc.)
23. Industry and Commerce
 - A. Food
 - B. Textiles and Clothing
 - C. Construction
 - D. Printing
 - E. Chemical and Synthetic Products
 - F. Iron and Steel; other metals
 - G. Heavy Industry (automobiles, aircraft, shipbuilding)
 - H. Electrical
 - J. Other Manufacturing
 - K. Mining and Oil
 - L. Public Utilities (privately owned)
 - M. Wholesale and Retail
 - N. Transportation (including shipping, aviation)
 - O. Economic Chambers and Organizations
 - P. Private Finance (banking, stock exchanges, insurance)

24. Education and Culture (including learned societies and intellectual leaders)
25. Law
26. Media of Public Opinion
 - A. Press
 - B. Radio
 - C. Cinema
 - D. Publishing
27. Health and Welfare
28. Physical and Natural Science (physics, chemistry, biology etc.)
29. Social Science (economics, statistics, sociology, history, anthropology etc.)
30. Engineering
31. Art (painting, writing, music)
32. Labor (subheadings for individual organizations)
33. Religion
34. Minorities
35. Women
36. Land Holders
37. Aristocracy

347.1 Each category (e.g. Minister of National Defense) is broken down according to the number of subdivisions it is necessary to control. The subdivisions include a general or miscellaneous section which will contain in alphabetical order the names of individuals whose exact position in the Ministry is not known and the names of lesser officials whose positions are not important enough to warrant classification under a specific subdivision. Two types of cards are inserted into the category index file according to the following criteria:

347.11 Position cards

MINISTER OF FOREIGN AFFAIRS, NEW ZEALAND				3A
<u>name</u>	<u>a.</u>	<u>a/o</u>	<u>r.</u>	
WARD, John H.	12/3/45		9/13/48	
JOHNSON, Paul		10/12/48	3/15/49	
DRAKE, Joseph	3/18/49			

a.: appointed (Note: In the case of diplomats a distinction should be made between date of appointment and date of presentation of credentials.)

a/o.: "as of" or report date (to be used instead of "a" (appointed) when date of appointment is not known, but person is reported as holding the position as of a certain date.)

r.: resigned

Position cards may be used for well-defined, permanent important positions which only one person can hold in a country at any given time. Examples are cabinet members, ambassadors and persons such as Chief of the Propaganda Department, Democratic Socialist Party or Editor-in-Chief, Montreal Times. Position rather than name is the prime consideration and names and pertinent dates are added to the card as the position changes hands as outlined on the sample above. Thus a position card not only

347.11
shows the present incumbent in a position but provides a historical record of his predecessors. As one card becomes filled, a new card is placed immediately in front of it. Tabbed guide cards are used to separate subdivisions to whatever degree is dictated by the needs of a country and the importance of a category at any given time.

347.12 Individual category cards.

TASMANIA

3A

DOE, John

Vice Minister of Foreign Affairs

a. April 10, 1944

r. March 6, 1945

Individual category cards are used when several people hold a similar position (e.g. Member, Central Executive Committee, Chinese Communist Party or Vice-President, Commercial Bank), for positions of a temporary nature, those which are not clearly defined or those of such small importance as to be placed in the miscellaneous section.

When the exact position is not known (.e.g. "John Smith is a member of the Ministry of the Interior".) an index card is made out as follows:

ZANZIBAR	rpt May 11, 1945
SMITH, John	3B ← Code

The above card is then filed in alphabetical order in the general or miscellaneous subdivision of the "3B" file. If it is later determined that John Smith holds an important position in the Ministry of Interior the information is entered on a position card which is filed in a specific subdivision of the "3B" file.

If a man leaves a position or agency, the date of his resignation is typed on his card and a new card is typed for his successor, if known.

348.0 Category folders.

For the purpose of BI, only a limited amount of background material should be kept on file. Structure of the government, membership lists of societies, etc. are items worth keeping. However, general subject matter (e.g. struggles between parties, economic conditions, etc.) does not ordinarily fall within our sphere.

348.1 Category folders are filed according to the category index code system behind the appropriate guide cards marked with the title and code. The group folders are filed at the beginning of the folder file, in front of the biographic folders.

348.2 Material is placed in category folders on a subject (category) basis rather than on a personal name basis. However, long lists of names not important enough to be controlled individually in the information file may also be filed here. But it cannot be emphasized too strongly that important names appearing on such a list MUST be excerpted and placed in the information file. Above all, the category folder must not become a depository for backlog, nor can it in any sense assume the function of the information file.

348.3 Indicator cards are prepared for all category folders with proper names (Free Germany Movement, Sokol Association, etc.) These indicator cards are placed in the proper alphabetical position in the alphabetical name index (information card file) and cross indexed under any commonly used name variation. No indicator cards are placed in the alphabetical name index if the group folder under reference has a general title (e.g. government, army, industry).

348.4 Examples

(blue
card)

4"

SOZIALISTISCHE EINHEITSPARTEI	GERMANY
GF	21

category
code to
indicate
location
of cate-
gory folder

6"

(white
card)

4"

SOCIALIST UNITY PARTY
SEE
SOZIALISTISCHE EINHEITSPARTEI

GERMANY

6"

350.0 REVIEWER'S SYMBOLS AND SOURCING

Reviewer's symbols should be used to facilitate and systematize the instructions to be given to the clerical staff by the analysts. The symbols should be used only for material that can actually be placed in the files: copies of retention documents or summaries and abstracts thereof made by the analyst.

350.1 The following symbols are used to indicate the disposition to be made of material:

OBf - Material should be placed in a biographic folder which is already in existence under the name of the person underlined.

NBF - New biographic folder under name of person underlined should be made and the material included therein.
A 4 x 6 blue indicator card is to be made up at the same time.

K - Information is to be placed on a 4 x 6 card.

KK - The names are to be listed together on a hectograph master.

OGF- Material marked off is to be placed in a folder containing background information about a group or category (category folder)

NFG - Information marked off should be placed in a new category folder to be set up on a particular group category. The analyst must indicate in the margin the exact designation under which the group folder is to be kept.

CI - This name should be cross-indexed to the name under which the information is filed. (Pseudonyms, aliases etc. fall under this category).

Change K from _____ to _____. The name on the person's cards in the alphabetical information file is incorrect and should be changed. However, it is essential that the wrong name be cross-indexed back to the correct name especially if the change represents a marked difference in spelling. If this is not done, all category index cards referring to the wrong name would have to be changed.

Category codes, placed in the margin indicate that a category index card is to be made for each code thus listed.

350.2 The symbols given above are placed in the margin of the reviewed material parallel to the name to which it applies. This name is underlined with a colored pencil and a line of the same color is in the margin indicating precisely the amount of information that is to be extracted from the document and placed on a card or in a folder. If the information is to be abstracted, condensed or summarized in any way, the exact instruction is written beside the symbol, e.g. "OBF - Summarize".

350.3 Summarization and condensation is always done by the analyst and undertaken by the servicer only when the material to be extracted is factual and not interpretive. In other words, if a long document describing the economic affairs of a nation contains a sentence or two indicating that a given individual was recently appointed Minister of Agriculture together with the date of his appointment, this type of information may be extracted and placed on the card by anyone. If, on the other hand, a document contains a long speech by a leading member of the Government, the condensation is undertaken by the analyst himself. When he has completed the condensation, he indicates in the margin of his summary, by using the appropriate symbol, where he wants the information to be placed, unless, of course, he has summarized the material on cards, which may automatically be placed in the information file. If copies of the document may be retained, it is usually preferable in cases of interpretive material not to abstract but rather to insert the information in the folder in its original form. However, the decision whether to summarize or not must be left largely to the individual judgment of the analyst.

351.0 Public sources

Although public sources need not be classified, the designation UNCLASSIFIED is in general use.

351.1 Newspapers

351.11 Place of publication included in title (but underlined only if part of title):

New York Times, May 15, 1946

351.12 Place of publication not included in titles (place to be added):

Neue Zeitung, Munich, April 1, 1946

351.13 Article signed by a correspondent

John Elliott, Berlin, May 2, 1946
New York Herald Tribune, May 3, 1946

351.2 Other periodicals

Current Biography, Vol. 6, 1941

Pan American Union Bulletin, June 12, 1943.

Saul K. Padover, "Military Government in Germany", The Nation, New York, March 12, 1946.

351.3 Other public sources

Who's Who, Great Britain, 1919.

Who's Who in America, 1942-1943

Wright, Henry D., Political Attitudes in Siberia, New York, 1940

Argentina, Ministerio de Relaciones Exteriores, Memoria, 1922

352.0 Communications from the field (Foreign Service) to the Department

These sources should be cited in the following order: type of communication, number, place of origin, date. Also include primary sources (newspapers etc.) and name of drafting Foreign Service Officer who may or may not be the signator of the communication.

352.1 Telegram

T-2392, Athens, April 11, 1945 (Secret)

Svobodne Noviny, Wreha, October 4, 1945

T-489, October 29, 1945, Praha via Army (Plain)

352.2 Airgram

A-295, Buenos Aires , January 19, 1945 (Restricted)

352.3 Despatch

D-354, London, March 10, 1945

(Classify according to the classification assigned or according to content if no classification is given).

Svobodne Slovo, Praha, November 2, 1945

D-282, Praha, November 20, 1945 (Bruins)

352.4 Report

R-111, La Paz, January 5, 1943 (Confidential)

352.5 Operations Memorandum (OM)

OM-342, Helsinki, July 8, 1949

352.6 It should be noted that BI rarely receives OMs directly and usually is concerned only with those forwarded from the Visa Division or IAD. Airgrams, reports and despatches are gradually being replaced in most missions by a single new despatch form which is sent to the Department via air or sea pouch. Eventually telegram, despatch and OM will be the only incoming report forms with which BI will be concerned.

353.0 Communications within the Department of State and to the field

353.1 Airgram

A-410, to Lima, March 25, 1943 (Unclassified)

353.11 Circular Airgram

Cirgram, June 1, 1940 (Secret)

353.2 Telegram

T-9155, to London, March 18, 1921 (Restricted)

353.21 Circular Telegram

Cirtel, April 5, 1942 (Restricted)

353.3 Instruction

Inst. 1995, to Buenos Aires, March 10, 1945 (Secret)

353.31 Circular Instruction (include Foreign Service
Serial No.

Cirinst, FSS No. 3789, March 10, 1945 (Confidential)

353.4 Department of State Memorandum
(Prepared by an officer in the Department)

John Doe, FSO in Japan, 1930-1940
Dept Memo, Div. Japanese Affairs, July 10, 1941 (Secret)

353.41 Department of State Memorandum Of Conversation
(Prepared in BI as the result of conversation
with a Departmental officer)

Memo of Conversation between John Doe (Div.
of Central European Affairs) and Jack Hill
(BI), June 11, 1942 (Confidential)

353.42 Department of State Memorandum of Conversation
drafted outside BI

Memo of Conversation between James Young
(Div. of North and West Coast Affairs, Author)
and John Smith (BI).

353.5 OCL Situation Report, Central Europe, No. 1113.143,
May 21, 1946 (Secret/Control)

353.6 War Department Telegram for the information of the
Department of State

War, T-79-29, CM-IN 690, May 29, 1946, Prague, U.S.M.A.
State

354.0 Other Agency Reports

Whenever necessary briefly identify the issuing agency (War, Commerce). When the branch is well known (e.g. MID, ONI), the agency (War, Navy) need not be identified. The name of an agency should be quoted according to its official designation at the time of report. Thus: OSS, R&A, to September 30,

1945; State, IRIS, October 1, 1945-December 31, 1945; State, ORI, January 1, 1946-April 30, 1946; State, OCL, May 1, 1946 --. Also CIAA to OIAA, FCC to FBIS etc.

- 354.1 Motala Radio in English, April 8, 1946.
BBC Daily Digest of World Broadcasts, No. 2458,
April 10, 1946 (Confidential)
- 354.2 FBI Report 44-77079, February 22, 1942 (Secret)
- 354.3 Prague Radio, Czechoslovak Home Service, June 5, 1946
FBIS Ticker, June 5, 1946
London Times, January 17, 1946
London Radio in English to North America, January 17, 1946
FBIS Daily Report, January 18, 1946
(Note: The above citation contains primary, secondary,
and tertiary sources which should be cited in that order.
Occasionally it is less cumbersome to include the
primary source in the text and to list only the
secondary and tertiary sources below, but the analyst
must make the decision on a case-by-case basis.
- 354.4 Letter from Georges Bonnet, French Ambassador,
Washington, to the Secretary of State, June 14, 1937
(Unrestricted)
- 354.5 Military Attache Report

MID Report 74-75, MIS 119425, April 15, 1945,
Ciudad Trujillo (Confidential)
Military Interrogation Report
Peter Winter, Czechoslovakia to 1937, now in U.S.
Czechoslovak citizen. Was sales representative of
a textile firm in Czechoslovakia. Brother of person
under reference. (F-2)
MID Report 1782, MIS 61462, September 23, 1944, 6th
Service Command (confidential)
- 354.6 ONI Report 2162, December 14, 1944, Maracaibo (Secret)
- 354.7 Socialist leader in Baden, Germany, April 15, 1946 (B-2)
War, [REDACTED] A-67863, May 15, 1946,
Washington (Secret/Control)
- 354.8 In the case of information cards, on which the
classification of the item is stated in the upper
right-hand corner, the classification of source
need not be repeated below.

STATINTL

355.0 Retention of Processed Source Material

355.1 After biographic information has been added to the file in the form of information cards and clip sheets, such material becomes a permanent part of the collection. Biographic reports based on such information, no matter how fully sourced, can never take the place of items which are integral parts of the file. In other words, the files of raw information must always be completely independent of information contained in biographic reports prepared in this Division.

355.2 Likewise, information which has been taken from unprocessed sources, e.g. backlog and notes made during consultations with Departmental officers etc., which is included in a report, should be added to the file (cards or folders) at the same time. It is extremely important that all information obtained while preparing a report which is not already in an individual's file should be included in it promptly with full identification of the origin of the information. The purpose of this procedure is to provide an accurate chronological picture of an individual, source by source, and item by item, so that it will always be possible to retrace any item concerning which a question may arise.

356.0 Maintaining the Efficiency of the Collection

356.1 Periodic checks of the information files should be made in order to consolidate material and eliminate useless data as well as to remedy errors in filing or spelling. Eight or ten cards or folder items, for example, may give a man's attendance at various General Assembly meetings. Factual information of this type, should be typed on a single card, thereby eliminating extra cards, alleviating the space problem and making the file easier to use in the future. Experience has shown that many files contain totally useless material or material that has lost its significance with the passing of time. Such items should be destroyed. The destruction of cards or clip sheets merely because they are old, however, is an entirely different matter and should never be undertaken without the specific approval of the Branch Chief.

As a minimum, the analyst should check each file he is working with and eliminate useless material and effect such consolidation as is possible before returning it to the cabinet.

356.2 Every member of BI must at all times resist the tendency to put too much information in the files, especially the category file and group folders. The increasing use of standard register and ditto cards has resulted in the addition of considerable unnecessary information in the category file and each Branch Chief should constantly review the processing of information to check this practice. In addition, it is appropriate to remind one and all that the group folders are not to be considered depositories for all types of miscellaneous and general information.

360.0 BIOGRAPHIC DATA REPORTS

For the purpose of this manual biographic data reports (BDR's) are defined as those reports prepared by Foreign Service establishments on a printed form which the Foreign Service is instructed to use. This form was revised in 1948 and may be identified as FS-405. The following procedures also apply to the new out-dated forms which some missions will continue to use until their supplies are exhausted.

- 360.1 BI's responsibility concerning BDR's is similar to that of DC's for despatches, i.e. BI is responsible for keeping the original and permanent signed archival copy of the BDR, for making distribution of BDR's to all interested Divisions in the Department and for recording the disposition made of all copies.
- 360.2 DC is under instructions to send to BI all reports received by the Department that are labelled "Biographic Data" regardless of the form in which prepared and transmitted. If the BDR's are received in original and carbon copies, the DC mail room routes them directly to BI without further examination of contents. If received as enclosures to a covering despatch which has been prepared for hectograph or ozalid reproduction, the master hecto or ozalid copy is detached so that DC/R and DC/L can make and distribute copies of the cover despatch for information purposes. (Distribution made of copies of the cover despatch is usually indicated on the left side of the original). The original despatch and BDR enclosures are sent to OLI/BI.
- 360.3 Upon the receipt in BI, all BDR's and cover despatches are distributed to each Branch on the basis of nationality of the subject of the report for control and routing.

361.0 Distribution of BDR's

Distribution is determined generally as follows: the original is always and without exception immediately filed in BI, the duplicate is routed for retention to the Division primarily concerned with the subject matter, usually the political division and the triplicate, if available, is sent through other Divisions having an interest in the report for return to BI and eventual filing in the triplicate file. (The triplicate file is maintained by country). As wide as possible distribution is desirable and the possible interests of all areas of the Department must be considered. However, under no circumstances should BDR's be distributed outside the Department, and only the Political Divisions may have retention copies (with the exception of DRA which files retention copies for ARA.) The duplicate and triplicate copies which are routed should be marked as such so that they will not be confused with original BDR's if and when they are returned to BI for filing. This step is insured by adding BI last on the routing after the symbols of other divisions.

Factors to bear in mind in making distribution of BDR's are:

- 361.1 All distribution and routing given a BDR is to be noted in the upper right hand corner of the first page of the permanent file copy.
- 361.2 A notation of "enclosures retained in BI" and an indication of the distribution made should always be made on the action copy of the despatch from which BDR's are detached.
- 361.3 As far as control and routing are concerned, a distinction should be made between biographic data transmitted within despatches and that labelled "Biographic Data" report. BI is responsible for control only of the latter.
- 361.4 Occasionally, DC will fail to remove master hectos of a covering despatch. If so, the hectos should be detached and sent to the FSU for return to DC.
- 361.5 BDR's on diplomats should be sent to all interested missions if not already distributed by the reporting mission. It is the section's responsibility to prepare the necessary instructions.
- 361.6 Copies of any covering despatches commenting on the status of biographic reporting, change in reporting procedures, appointments or departures of officers in charge of biographic reporting, etc. at any given post should be sent to the FSU for filing in the biographic operations folder.

361.7 It will not be necessary to make or distribute copies of a BDR received in original only unless distribution to Foreign Service Missions is necessary.

361.8 Departmental and overseas distribution of reports on diplomats must be cleared with the Sections responsible for countries to which the diplomats are accredited as well as the sections responsible for the countries which the diplomats represent.

362.0 Author Cards

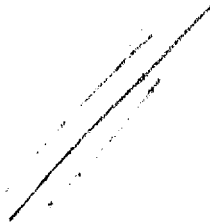
A 4 by 6 card file is maintained in each Branch in order that a given officer's production of Biographic Data Reports may be recorded. The file consists of blue 4 x 6 cards headed by the name of each reporting officer, alphabetically arranged by country, further by post within a country and, finally, by name of author. Following is the format of the cards:

Name of Author (last name first)		Country - Post	
Name of Subject of BDR	Date of BDR	Comments	

The "comments" column should contain an evaluation of each report and should note any commendations which have been given the author. It may also contain comments concerning conditions under which the author is working and any other information which the reviewing officer considers pertinent to an evaluation of his biographic reporting.

A card is prepared when a BDR is received from an officer. As subsequent reports are received, entries for them are made on the same card. When an officer is transferred to a new post, his card is pulled and sent to the Branch which has jurisdiction over his new post. Since it is frequently difficult to follow the movements of officers, it should be standard procedure when a report arrives from a previously unheard of author to check on him in the Foreign Service List to determine his previous post. The Branch in charge of that post should then be requested to forward the card on him. All cards on one person must be filed together in the file of his current assignment.

If the subject of a BDR's nationality is different from that of the originating post e.g. Paris reports on the Czech Ambassador to France, the BDR itself is sent to the Central Europe Branch. It is then the reviewing officer's responsibility to notify the Western Europe Branch of the receipt of the BDR, its subject, the date and his evaluation of the report so that this information may be entered on the author's card.



500,0 SECURITY



500.0 SECURITY

Every member of BI should be constantly vigilant to carry out all security regulations, particularly with respect to the proper handling and storage of classified documents and the avoidance of any careless conversation about classified information.

Faithful adherence to security practices is essential and conscientious alertness to security and the cooperation of each and every employee are of paramount importance.

Suggestions or recommendations which you feel will assist in conducting the security program in BI, will be given prompt and appreciative consideration by the Division Security Officer.

500.1 Penalties for Violations

Violations will be entered on the BI personnel record of the offender. Copies of memoranda describing violations reported to SY by the Building Guards will be circulated to all personnel of the Division as a reminder and as an example of carelessness to be avoided.

500.2 Departmental Security Manual

The Security regulations of the Department of State are compiled in a Reference Manual of Security Regulations, a copy of which is made available to every employee at the time of his entrance on duty.

510.0 Security-Procedures within BI

510.1 Security Areas

The following security areas are established:

AREA I	-	Near Middle East and Africa Branch American Republics Branch
AREA II	-	Eastern Europe Branch Central Europe Branch Southern Europe Branch
AREA III	-	Western Europe Branch British Empire Branch Japan Branch
AREA IV	-	China Branch Division Office
AREA V	-	Administrative Office

511.0 Security Wardens

In each of these areas the appointed Security Warden shall be responsible for insuring that security regulations and procedures are complied with at all times.

511.1 Nightly Security Check

These Security Wardens are directed to maintain a list for their respective areas, assigning one analyst each week to be responsible for nightly security checks and for keeping Form DS-729. Clerical personnel will not be included on this list. Those analysts so assigned shall be responsible for insuring at the close of each working day that all classified material is secured and that all safes and file cabinets containing classified material are locked. This inspection shall not begin until 5:40 P.M. If an employee (clerical or professional) in his area is to continue to work afterhours, he may delegate this responsibility to that person for that particular night. In such cases, the name of the substitute must be indicated on Form DS-729. Persons working late must accept responsibility for the entire Security area in which they are located.

511.2

The tops of all cabinets, safes, bookcases, tables, etc. must be cleared after working hours in order to facilitate the inspection of the security checker. Newspapers and other publications must be stored on shelves provided for that specific purpose or placed away in cabinet drawers.

512.0

Security regulations require that every room containing classified material be occupied at all times during office hours, unless classified material is locked in regulation cabinets. All absences from rooms must be arranged in such a manner that the telephones are covered and that the Security requirements are fully met.

513.0 Storage of Classified Material

It is requested that members of the Division pay strict adherence to the standing security regulations with regard to storage of classified material. Under no circumstances should material of a classified nature be stored in a cabinet which does not have the necessary bar and lock, nor should material (in particular trash bags) be stored in any desks. Each person should check his desk, files, cabinets, etc. every night before leaving. Everyone should assist the Security Warden, rather than to rely upon the Warden to catch his slips. This is good housekeeping and efficiency, as well as being essential to good security.

513.1 Open Security Sign

The "OPEN" security sign shall be displayed on all cabinets open during the day and removed only when the cabinet is locked.

513.2 Posting of Names

The name, address, and telephone number of each person knowing the combination of a safe or safe file shall be entered on a list posted on the outside front of the safe or safe file cabinet. A similar list of personnel responsible for locking file cabinets equipped with bar locks etc. shall be posted on the outside front of the file cabinets.

514.0 Use of Telephones

No material classified higher than RESTRICTED shall be discussed over the telephone.

515.0 Avoidance of Publicity Concerning Intelligence Activities

Policy governing the release of any information by R employees is covered in R Office Instruction No. 1 PERMISSION TO PUBLISH, DELIVER SPEECHES, OR TEACH, dated August 26, 1949. *Referenced*

In view of the importance of recognizing the limitations imposed upon all members of R, relative to the disclosure of information pertaining to intelligence activities, every employee desiring to publish, deliver speeches, or teach is required to request prior approval through the Division Security Officer.

516.0 Removal of TOP SECRET Material, SECRET Material and all Categories of Classified Telegrams

TOP SECRET material, SECRET material and all categories of classified telegrams shall be removed from the Department only for the conduct of official business, and shall not be removed outside of working hours except where official conferences or consultations are involved. Specific approval in writing by Directors of Offices or higher authorities shall be given for such use of TOP SECRET material, SECRET material, and all categories of Classified telegrams. Each officer or employee granted such approval shall forward a copy of the memorandum of approval to the TOP SECRET control officer for filing. The date of return of the material to the office concerned shall be entered on the written authorization for removal which is held in a special file by the BI TOP SECRET control officer.

In other words, no one in BI can authorize you to take SECRET BI files, or any classified telegrams home for any purpose; and even the Office Director cannot authorize taking such material home to write a biographic report. Official conference or consultations must be involved.

The register of documents taken out over night or over weekends which is maintained in the Division Office, can be used only to record removal of Confidential or lower classified files excluding telegrams.

517.0 Transfer of Equipment

Whenever equipment of any type - specifically desks or cabinets leave the Division as a result of inter- or intra-Divisional transfer, the Division Security Officer or the Security Warden for the particular area involved should be notified so that he may inspect to insure complete removal of any material belonging to the Division.

518.0 Destruction of Classified Materials

518.1 Secret Documents

The following procedures pertain to retention documents classified Secret which are to be destroyed:

- 518.11 Each Branch will segregate by month, according to date of the document, all retention material which may be destroyed.
- 518.12 These documents are to be tied together with the month indicated on the top of the bundle in LARGE PRINT, and placed in the file cabinet provided for this purpose in the Division's Supply room, in the drawer indicated for the specific month.
- 518.13 The Administrative Office is responsible for destruction of this material after a three month period has elapsed from the date appearing on the document. For example, material bearing a December date is destroyed as of April 1st, etc.

518.2 Confidential Documents

- 518.21 Retention documents classified Confidential (including carbon paper) are destroyed by tearing them into at least four parts which are placed into "Confidential Trash" or "Burn" bags. These bags are treated and stored in accordance with security rules governing Confidential material.
- 518.22 Burn bags are picked up on Tuesdays and Fridays at 10 A.M. They should be filled, sealed and placed in an easily accessible area in each Branch.

520.0 SECURITY PROCEDURES FOR PERSONNEL OF OTHER AGENCIES

- 520.1 Personnel of agencies outside of the Department including CIA, ONI, MID and the FBI are not to have direct access to the files of the Division or to the rooms in which files are kept. They may consult the materials in which they are interested in the BI Reading Room. *Object*
- 521.0 The procedure will be for visitors in need of information to report to the Division Office where they will make known the nature of their requests. They will then be escorted to the Reading Room where the materials will be brought to them by the analyst in charge of the area concerned.
- 522.0 The agencies referred to are informed of these procedures. They in no way affect procedures for exchanging information by telephone. Also, persons who plan to visit the Division should be encouraged to call in advance so that the materials in which they are interested may be ready for them when they arrive. These regulations apply to all members of outside agencies regardless of any close working relations that may have existed. If any analyst should be approached directly it is his or her responsibility tactfully to explain the procedures and to refer the person to the Division Office. The analyst who has made the material available should assume the responsibility for picking it up before the close of business.
- 523.0 If any agency is compiling data which necessitates consulting the BI category index files only, an exception may be made to the above rules. Even in such instances, however, clearance must be obtained at each visit through the Division Office before the requestor is allowed access to the Branch.
- 524.0 Persons authorized to consult BI files are restricted to the files of the country in which they have an official interest. If a person expresses the desire to see the file on a person in a country in which he is not officially interested, he should be requested to state the reason for his desire, and it will be the responsibility of the Branch Chief to decide whether the reason justifies affirmative action. It is

the responsibility of the analyst working on the particular area concerned to keep general supervision over persons who are using BI files and to make certain that no unauthorized use is made of them.

525.0 The Third Agency Rule

This rule provides that documents originating in one agency and distributed to a second agency cannot in turn be distributed by the latter to a third. Requests for such documents from a third agency or person should be handled either by obtaining the consent of the originating agency or by referring the requestor to the source. The practice which has developed by interpretation, custom and tradition is that (1) sensitive or delicate State Department documents and FBI reports are withheld from representatives of any agency, (2) documents originating among IAC agencies, except the FBI, are available to CIA, (3) representatives of the IAC agencies may consult but not take copies of documents originating in any of the other IAC agencies (the only exceptions being certain CIA and all FBI documents); (4) representatives of non-IAC agencies may consult only unclassified documents, non-sensitive State Department documents and copies of those documents originating in an IAC agency upon which distribution to the non-IAC agency is indicated.

600.0 ADMINISTRATION

610.0 ADMINISTRATION - LEAVE PROCEDURES

611.0 Accrual of Leave

Rules for leave differ according to the type of appointment (permanent, indefinite, and temporary) of the employee. The rules also differ for the type of leave (annual, sick, leave without pay, etc.)

Annual Leave is earned at the rate of eight hours per pay period for permanent and indefinite employees and at the rate of twenty hours per month for temporary employees appointed for a specific period of time not exceeding 1 year. Sick leave accrues at the rate of ten hours per month for all types.

612.0 Recording the leave

There shall be a Clerk appointed in each Branch to maintain daily leave reports for employees.

Daily leave reports shall be submitted by the Branch Leave Clerk to the Administrative Office by close of business on Friday of each week.

613.0 Types of leave

613.1 ANNUAL LEAVE (AL). The Federal Government as an enlightened employer has recognized that maximum efficiency on the job can be obtained only through safeguarding the health and general well-being of its employees and that employees must be permitted time for rest, recreation, family and personal needs.

Everyone has the right to use his annual leave as he sees fit provided his absence does not seriously handicap the work of his section. Vacation schedules should be arranged with the Branch Chiefs and the Administrative Officer at least two weeks in advance. Short absences of half a day or several hours must be arranged with the Branch Chief at least 48 hours in advance so that the Branch's work can be readjusted accordingly. Annual leave for emergencies may, of course, be granted at any time.

613.2 SICK LEAVE (SL) is granted employees when they are incapacitated for the performance of their duties by sickness, injury or pregnancy and confinement, or for medical, dental, or optical examination or treatment; or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attention of the employee; or when, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.

An employee who is absent on account of illness shall notify his supervisor by 9:30 on the first day of such absence. Failure to give such notice may result in the absence being charged to annual leave or leave without pay, as the circumstances justify. Sick leave should not be taken in lieu of annual leave nor for slight illness or indisposition which does not incapacitate the employee for the performance of his duties. An employee leaving during the working day because of sickness shall advise his supervisor and the Branch Leave Clerk prior to departure from the office. A medical certificate is required for sick leave of more than three days.

- 613.3 COMPENSATORY (C) leave is given in lieu of payment for overtime worked. No credit can be given either in payment or compensatory time off for overtime work in excess of the 40 hours a week, unless approval is obtained prior to the actual working of overtime.

Requests for authorization to work overtime must be submitted by the Administrative Office where urgent and heavy demands require the expenditure of considerable overtime in order to meet deadlines. These requests will be based on justification furnished by the Branch Chiefs who should also submit the names of the persons involved, the dates on which the overtime will be performed and an estimate of the total hours of overtime to be worked. It is desired that requests for overtime be submitted as far in advance as possible.

In view of budgetary limitations, paid overtime can not in all cases be approved, but the Department may allow compensatory time provided authorization is obtained prior to the performance of such overtime. The personnel involved will be notified when authorization for overtime has been granted and they should submit a record of the overtime worked under such authorization to the Administrative Officer. Credit for compensatory time cannot exceed the amount of overtime requested and authorized.

Employees who have compensatory time to their credit by reason of having worked authorized overtime, shall indicate to their Branch Leave Clerk when they desire leave taken to be charged against this credit. Where such credit exists it should always be used prior to annual leave.

It is the policy of the Department not to authorize overtime for employees above the GS-9 level.

- 613.4 MILITARY LEAVE (ML). Employees of the Department who are members of the reserve components of the armed forces and who are ordered to duty by the proper military authority for courses of instruction may be granted military leave with pay and without loss of time for a period not to exceed 15 days in any one calendar year. Employees taking this type of leave must clear with the Administrative Officer and submit a copy of their military orders.
- 613.5 LEAVE WITHOUT PAY (LWOP) is authorized absence from duty without pay, granted at the request of the employee when justification warrants.
- 613.6 ABSENCE WITHOUT LEAVE (AWOL) is an absence from duty which has not been granted or approved.
- 613.7 SUSPENSION (S) means a disciplinary action resulting in loss of time if suspension covers a workday and always in loss of pay.
- 613.8 COURT LEAVE (CL) means leave for attending court as a witness on behalf of the United States or the Government of the District of Columbia, or for jury duty in any State court, court of the United States, or District of Columbia court. Only permanent employees may be granted court leave.

614.0 General Procedures

- 614.1 Records of the amount of leave accrued to each employee are maintained in the Administrative Office. In view of the frequent requests for this information which do not appear necessary, employees once given their leave balances will not have another request honored within any one six-month period.
- 614.2 Leave regulations and procedure requirements apply to all employees regardless of grade or classification.
- 614.3 It is the responsibility of the supervisor to guard against abuses of the leave regulations. Any indication of abuse should be discussed with the employee at the first opportunity. Continuous or flagrant abuses should be brought to the attention of the Administrative Officer.
- 614.4 Exceptional problems which may arise in connection with leave such as advance of sick leave, maternity leave, court leave, leave without pay, military leave, should be referred to the Administrative Officer.

Only in the most urgent situation will annual leave be approved to the extent that an employee does not have at least 3 days of annual leave remaining. The purpose of this is to have available leave to cover cases of unforeseen emergencies. Only in cases of death or serious illness in the immediate family or serious illness of the employee will leave without pay requests be considered.

614.5 The attendance record of an employee is an important consideration in the preparation of efficiency ratings since all rating elements considered pertinent to any position are dependent upon the employee being available to perform his duties.

614.6 The Branch Leave Clerk MUST indicate the type of leave to be charged, e.g. AL - SL - LWOP, etc. Leave charges must be shown in hours. The minimum charge is 1 hour. Leave in lesser amounts will be charged as 1 hour.. Two absences of one-half hour or more each on the same day, but not on separate days, may be combined to total the minimum charge of 1 hour.

614.7 Upon return to duty from any type of leave employees should immediately report to the Leave Clerk and verify the amount and kind of leave charged on the leave record.

620.0 ADMINISTRATION - RULES GOVERNING WORKING HABITS

It is essential for the staff to adhere faithfully to the rules governing working habits and office conduct.

621.0 Office Hours

Our wage level is based upon a working day of 8 3/4 hours of which 45 minutes is allowed for lunch. It is absolutely essential that everyone put in a full day from 8:45 a.m. to 5:30 p.m. Time lost due to tardiness or a lunch hour longer than 45 minutes should be made up after 5:30 p.m. or charged to annual leave. It is the responsibility of the Branch Chief to enforce this rule.

622.0 Refreshment periods

Coffee periods or other refreshment periods should be limited to one fifteen-minute stretch per day. One way to conform is to have one person obtain the refreshments for a group.

623.0 Use of telephones

Personal calls on office phones should be held to a minimum. The phones are essential to our work and should be kept clear at all times. If long personal calls must be made during office hours, they should be made from a public telephone.

624.0 Occupancy of room

Security regulations require that every room containing classified material be occupied at all times during office hours. All absences from the rooms must be arranged in such a manner that the phones are always covered and that the security requirements are fully met.

625.0 Salary checks are distributed on alternate Thursdays between 11 A.M. and 12 noon. Any questions concerning checks should be taken up with the Administrative Office on the day following payday.

626.0 Purpose

These rules are not intended to establish strict rules of conduct. Quite the contrary, they are the minimum requirements during office hours to permit the most pleasant working conditions possible in keeping with job requirements and personal relationships. It is each person's responsibility to adhere to these rules. If they are abused, it will be necessary, in fairness to all, to impose rigid regulations.

630.0 ADMINISTRATION - 'SUPPLIES' AND EQUIPMENT

631.0 Supply room

- 631.1 The door will be kept locked except between 9:30 and 10 A.M. daily when supplies are issued.
- 631.2 Each Branch Chief will appoint one clerk responsible for obtaining supplies for all personnel in the branch.
- 631.3 Personnel in need of supplies request same through their Branch Supply Clerk and only the authorized supply clerk will be admitted to the Supply Room.
- 631.4 Emergency requests for access to the supply room are to be submitted to the Administrative Officer.
- 631.5 Temporary shortages of supplies can be alleviated by borrowing from other persons or branches.

632.0 Hectograph Machine

- 632.1 The hectograph machine is located in room 313.
- 632.2 Only those people familiar with the operation of the hectograph machine should attempt to use it. All members who are not carefully versed in the operation of the hectograph machine may inquire of the FSU for assistance.
- 632.3 Instructions have been placed on the wall to the right of the machine. Strict attention should be applied to them. Personnel using the hectograph machine should return any unused cards or other material to the stock from which it was obtained and remove all waste material, leaving the machine and the machine room in good condition.

633.0 Surplus Material and/or Equipment

- 633.1 Any wooden file cabinets, card file boxes, typewriters or other material or equipment which may become surplus to your operations, must be retained in its present location until arrangements for disposal thereof can be completed. Reports in writing, listing such items and their exact location, should be submitted to the Administrative Office. Under no circumstances shall material of this nature be set out in the corridors or any vacant room pending its disposal or given to any other individual either in or out of the Division. This is essential in order that the Division's inventory records may be properly maintained.
- 633.2 Any items such as cardboard card files, index guides, etc. which are in such condition as to be unusable may be disposed of in the trash.

634.0 Incorrect use of letterhead paper

Official Department of State letterhead paper should not be used for initial drafts of reports or other informal purposes.

640.0 ADMINISTRATION - REPORT FORMS

- 641.0 Instructions on Special Activities Report DS-702 applicable within BI.

This form is to be used to record the majority of BI's service activities including such services as answering spot requests, preparing reports or information notes.

drafting special instructions, indoctrinating Foreign Service Officers and clerks into BI procedures and needs, etc. It is a record both of services performed and of requests or services rejected, even of the most exploratory or informal type, which are rejected because of the lack of time or personnel.

It does not apply to services chargeable to PROJECTS. Do not record on this form time spent on intra-divisional services.

A separate copy is to be used for each request, or for any other activity of a service nature recorded. One copy is sufficient except in the case of congressional requests when three extra copies must be submitted to the FSU.

These forms are to be turned in at the end of the day on which the activity being recorded is completed. The Branch Chief is responsible for seeing that they are collected at the end of each working day for submission the following morning to the Division Office. They should be deposited in the Division Office in a box marked SPECIAL ACTIVITIES FORMS which is to be found on top of the Mail Distribution Box.

Listed below are the definitions of the items on the form:

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET TOP SECRET

Each form must bear an indication of the classification which should be shown by circling the appropriate classification at both the top and bottom of the form. The classification is that of the information recorded on the form and not of the subject matter dealt with and will therefore usually bear a low classification: e.g. A telephone request for a biographic report may result in a Restricted classification of the form even though the biographic report requested will be classified Secret. Obviously, no form involving a telephone reply can be classified higher than Restricted.

DATE STARTED: Self-explanatory

DATE COMPLETED: Self-explanatory. Even if the activity is completed on the same day that it is started it should be so indicated.

NAME OF CONTACT: Self-explanatory

ADDRESS OF CONTACT; The address of Contact is not, for example, CIA. The address in 2430 E. St., N.W. Incidentally, the

address is needed only if it appears that a reply is needed and the analyst for his or her own convenience requires the address.

OFFICE, AGENCY, COMMITTEE, INSTITUTION; Self-explanatory.
The organization, office, or Division within State, i.e. SY is pertinent.

SUBJECT DEALT WITH: Same as "Information Requested About".
Insofar as the form serves as a record of requests, the names of the individuals on whom information is desired should be entered here. When the form is used as a record of another activity such as a meeting or the drafting of an instruction, the main subject matter should be recorded in this space.

CHECK ONE: Political, Economic, Sociological, Other - It is recognized that this indication must sometimes be a very rough approximation.

TYPE OF ACTIVITY: Only ONE of the various activities may be checked. It is recognized that in the completion of an activity several steps may be involved. In such cases the predominant subject dealt with or the basic purpose of the activity should determine which item is checked: e.g. A request for a report which involves research into files, interviews, and drafting of instructions, should be entered under item 9 BIOGRAPHIC INFORMATION SUPPLIED since the research, meetings, and instructions, are all incidental to the main objective of the activity which is to answer a request with a report.

Definition of the items as applied to BI:

1. INFORMAL INTELLIGENCE; Providing information orally whether self-initiated or in answer to an oral or written request.
2. CONTRIBUTION TO NON-R PAPER: Generally not applicable to BI except in those instances (usually CIA) where BI assists other areas of the Department or other agencies in drafting papers or portion of papers.

3. EVALUATION OF CIA PAPER: Occasionally applicable to BI; applying to drafts of formal projects such as Situation Reports.
4. EVALUATION OF RAW INTELLIGENCE: Concerns such activities as evaluating CIA reports and specific biographic data reports and despatches.
5. DISCUSSION OF PROPOSED INTELLIGENCE REPORT: Concerns exploratory and preliminary talks relating to the possible preparation of an intelligence study. If these talks result in the undertaking of a formal project a Work Jacket should be initiated and the special activity form attached to the Work Jacket as a further record of time spent on the project.
6. REFERENCE INFORMATION SUPPLIED: Time spent in providing other than strictly biographic information such as translating, citing reference sources, etc.
7. REFERENCE DOCUMENT SUPPLIED: Time spent providing information in documentary form usually as a special service, such as sending a WHO'S WHO to a requester, etc.
8. BIOGRAPHIC FILE SUPPLIED: Concerns either the forwarding to the requester of a biographic file or making it available to a person visiting BI.
9. BIOGRAPHIC INFORMATION SUPPLIED: Concerns providing information in written form whether self-initiated or in answer to a request, (as opposed to item 1 which covers oral replies).
10. MEETINGS; Attendance at meetings, committees, the purpose of which is both to obtain and provide biographic information; e.g. informal BI meetings where Foreign Service Officers are briefed and brief us. (as opposed to time spent in formal meetings such as those in the office of the Director of OLI where data is obtained but not given. Such time should be recorded under Procurement in the Time Report).
11. OFFICIAL LECTURE GIVEN: Concerns formal and official lectures and hence generally not applicable to BI.
12. SPECIAL INSTRUCTIONS DRAFTED: Concerns time spent in drafting instructions in those cases where the preparation of an instruction is the predominant activity: e.g. Time spent in drafting an instruction evaluating and reviewing the biographic work of a mission. This activity should not be confused with "PROCUREMENT" on the Individual Time Use Report which concerns time spent in drafting instructions involving the procurement of biographic information.
13. OTHER: To be used when above items do not apply. If this item is checked, some explanation of the activity should be inserted in the space following "other".

14-18. These spaces may not be used unless BI obtains prior authorization to have one of the lines reserved for it to record an activity which is sufficiently common to require a specific category.

DESCRIPTION OF SERVICE REQUESTED: This space may be used to identify further or elaborate on the brief identification of the request already entered in the space SUBJECT DEALT WITH.

NO. OF INDIVIDUALS TO BE REPORTED ON (BI ONLY): Enter here the number of individuals on whom information is requested. If the activity is self-initiated enter the number of individuals involved in the services performed.

SERVICE PERFORMED: Should be checked in every case when a request is accepted regardless of whether or not information is provided.

REQUEST REJECTED: Should be checked only in those cases when the request is rejected as opposed to not being filled because of lack of information which still constitutes a service performed.

COMMENTS: This space is provided to include such items as an explanation of a service performed which differed from that requested, of the reasons for rejecting a request, or of reasons why no information was provided even though the request was accepted.

NO OF INDIVIDUALS REPORTED ON (BI ONLY): Enter here the number of individuals on whom information was furnished.

BY REQUEST AND SELF-INITIATED: Check as appropriate to indicate whether the service performed was the result of a direct request from outside BI or of self-initiation.

INTRA-DEPT. and INTER-DEPT: Check as appropriate.

MAN-HOURS INVOLVED: The majority of requests and replies thereto will involve little time by other analysts or other clerks so that in the majority of cases "Your Time" will equal "Total Time". In cases where considerable professional or clerical assistance is obtained, i.e., over 30 minutes, it should be recorded.

NAME AND GRADE refer to employee filling out the form and are self-explanatory: e.g. GS-3, GS-7, GS-9, etc.

DIVISION, BRANCH, and TEL. EXT.: Refer to author of the form.

IN FILLING OUT SPECIAL ACTIVITIES REPORT tenths of hours should be recorded as follows:

0.1 = 6 minutes	0.9 = 54 minutes
0.2 = 12 minutes	1.0 = 60 minutes
0.3 = 18 minutes	1.1 = 1 hr. 6 minutes
0.4 = 24 minutes	2.3 = 2 hr. 18 minutes
0.5 = 30 minutes	5.7 = 5 hr. 42 minutes
0.6 = 36 minutes	
0.7 = 42 minutes	etc.
0.8 = 48 minutes	

Any request which concerns more than one Branch should be handled on one Special Activity Form which shall serve as the only record of that request. FOR EXAMPLE; A request from OLI for the names of Chiefs of State of France, Italy, Austria and Poland will be entered on one Special Activity Form by the Chief of FSU who coordinates such requests, and NO OTHER RECORD should be made by any other person contributing to the request except on his Time Use Report. This applies to oral and written requests resulting in oral or written replies.

641.1 Special Activities Report Form - Sample

For a sample of the Special Activities Report Form see following page.

UNCLASSIFIED

RESTRICTED

CONFIDENTIAL

SECRET

TOP SECRET

FORM DS-702
29-48DEPARTMENT OF STATE
SPECIAL ACTIVITIES REPORT

DATE STARTED

DATE COMPLETED

INSTRUCTION-Prepare in single copy; will be used to record each activity of a service nature NOT resulting in a formal, written intelligence project.

NAME OF CONTACT

ADDRESS OF CONTACT

OFFICE, AGENCY, COMMITTEE, INSTITUTION

TELEPHONE NUMBER

SUBJECT DEALT WITH:

(Check One)

POLITICAL

ECONOMIC

SOCIOLOGICAL

OTHER (Specify)

TYPE OF ACTIVITY (Check One)

1. INFORMAL INTELLIGENCE

2. CONTRIBUTION TO NON-R PAPER

3. EVALUATION OF CIA PAPER

4. EVALUATION OF RAW INTELLIGENCE

5. DISCUSSION OF PROPOSED INTELLIGENCE REPORT

6. REFERENCE INFORMATION SUPPLIED

7. REFERENCE DOCUMENT SUPPLIED

8. BIOGRAPHIC FILE SUPPLIED

9. BIOGRAPHIC INFORMATION SUPPLIED

10. MEETINGS

11. OFFICIAL LECTURE GIVEN

12. SPECIAL INSTRUCTIONS DRAFTED

13. OTHER

14.

15.

16.

17.

18.

DESCRIPTION OF SERVICE REQUESTED:

NO. OF INDIVIDUALS TO BE REPORTED ON(BI Only)-

CHECK ONE

☐

SERVICE PERFORMED

☐

REQUEST REJECTED

If service performed differs from service requested, or if request is rejected, give explanation under Comments item below.

COMMENTS:

NO. OF INDIVIDUALS REPORTED ON(BI Only)-

(CHECK ONE)

(CHECK ONE)

BY REQUEST

INTRA-DEPT-

SELF INITIATED

INTER-DEPT.

NAME

GRADE

DIVISION

BRANCH

TEL. EXT.

MANHOURS INVOLVED

In tenths of hours (including planning & preparation of materials)

YOUR TIME

OTHER PROFESSIONAL

OTHER CLERICAL

TOTAL TIME

NOTE-Use reverse side for working notes or for any useful record of contacts and progress in connection with the activity.

642.0 Instructions for use of forms DS-766 -- Individual Time Use Report within the Division of Biographic Information.

This form is to be completed by each employee. They may be filled out in pencil. Daily entries will be made by each employee for the appropriate categories in the horizontal line for the applicable calendar day. Time is to be recorded in tenths of hours. At the end of the month each employee will compile his own monthly totals (which shall be to the exact tenth of an hour) and forward the Report to the Branch Chief, who is responsible for submitting all reports of his Branch to the Administrative Office on the first working day of the new month. These figures have to be totalled for the Division as a whole and are important since they reflect the work of the Division. Please, therefore, make your report neat, legible and accurate.

Definitions of items on the form as applicable to BI, follow: The top left portion of the form is self-explanatory.

Column (a) - NO. OF NEW NAMES ADDED TO FILES (BI): Insert new names added to BI files whether by preparing dossiers or cards for files. It is recognized that there will be no entry for many days of the month and on other days a large number will be entered, reflecting individual filing procedures.

Column (b) - PROJECTS: A number of vertical blank spaces are provided, in each of which will be identified by number those written projects worked on each day by the employee. Any work, whether professional or clerical in nature, attributable to a project should be recorded here and not in any other column. The time spent on all written projects will be totaled by the employee each day and inserted in the column TOTAL PROJECT HOURS. The project numbers will be obtained from the appropriate Project Supervisor who shall be responsible for informing all professional and clerical personnel of the appropriate project number. One of the vertical blanks under Column (b) should be reserved for the recording of time spent on NIS, which symbol should be entered in the vertical blank. All professional and clerical time spent by anyone in BI on any phase of NIS work including administration, consultation, review of files, procurement, drafting of reports, typing reports or memoranda, should be entered here. It should be emphasized that this applies to all personnel and is not restricted to those employed on NIS funds.

Column (c) - BASIC RESEARCH: Most of the analysts' normal activities will fall in this column, the sub-divisions of which are defined as follows:

PLANNING: Includes devising categories of subject coverage, determining gaps in information available, and considering problems some of which may result in initiation of BI projects.

PROCUREMENT: Includes the time spent within the Department or in Washington (1) in drafting instructions to the field which involve the procurement of biographic information as opposed to those submitting biographic information; (2) in obtaining source materials; or (3) in attendance at meetings, lectures, etc. such as those in the Office of the Director of OLI or at CIA, the primary purpose of which is to obtain background or biographic information (as opposed to informal BI meetings to exchange information which should be entered under item #10, MEETINGS, on the Special Activities form).

STUDY: Includes time spent on reading and evaluating the daily flow of documents, teleggrams, books, and other material, plus such other work as is required to keep informed currently on the sphere of responsibility of the Department's activities assigned to employee. In other words, time spent in reviewing source materials up to the point where they are ready for typing.

FILING: Includes the actual time spent in processing, i.e. carding information, preparing clip shoots, as well as time spent in filing cards or clip shoots into new or old biographic folders.

All sub-divisions of Column (c) apply to time spent by analysts and not clerks. However, if a clerk engages in the review of documents (STUDY) the clerk may enter that time in Column (c). This is in contrast to time spent by a clerk in processing (FILING) which should be entered in Column (g) (FILING)

Column (d) **SPECIAL ACTIVITIES:** Time spent on "special activities" as obtained from the total time recorded on the day's Special Activities Reports for the employee. If the author of the Time Use Report is not also the author of a SPECIAL ACTIVITIES FORM in which he participates, the time entered for him in the SPECIAL ACTIVITIES FORM under "OTHER PROFESSIONAL" should be included in his own time report under Column (d).

Column (e) **PROJECT CONTROL:** Time spent, at any level, on maintenance or analysis of control records of specific BI projects. It is anticipated that Column (e) will ordinarily be filled out only by Branch Chiefs and FSU.

Column (f) **DECLASSIFICATION:** Time spent, at any level, on re-valuation, review, and clerical operations involved in considering and changing security classifications of previously-issued BI projects. This Division rarely engages in this activity.

Column (g) **CLERICAL:** Will be filled out by clerical personnel only except in those cases where analysts engage in actual typing of the final drafts of memos, reports, or of stencils not related to a Project; such time will be entered under TYPING-STENO.

The categories under clerical are defined as follows:

TYPING-STENO: All typing other than material for file, including all memoranda, reports, etc. not related to a Project or Special Activity.

FILING: All filing of cards, dossiers, clip sheets, etc. Also includes general office filing.

GENERAL: Time spent on those general clerical duties not specifically chargeable against the other specific categories, such as Projects, Special Activities.

Column (h) ADMINISTRATION: The subheadings of "PERSONNEL" and "BUDGET" are self-explanatory.

GENERAL: broadly includes time spent on overall administrative activity in any organizational unit. It refers particularly to those activities of a supervisory nature performed by Branch Chiefs as well as time spent in Divisional meetings. Included here are only those activities not already covered in the other "Administration" subheadings.

SECURITY: Time spent, at any level, maintaining physical security and keeping security-required logs of classified material.

Column (i) LEAVE: Includes sick, annual, compensatory, and official leave such as that granted for attending meetings and delivering speeches. This is required in order to get an actual relationship of time on the job and time away from it.

Column (j) DAILY HOUR TOTALS: The total of hours for each working day. Actual totals for a working day may be over the minimum of eight hours because of overtime. Overtime on non-working days should also be recorded, according to category of activity on the calendar day worked and totals carried over to this column.

642.1 Individual Time Use Report - Sample.

For a sample of the Individual Time Use Report see following page.

FORM DS-700
12-29-48

DEPARTMENT OF STATE

INDIVIDUAL TIME USE REPORT

INSTRUCTION-Prepare in single copy; each employee will fill in daily; completed report, including monthly totals, due on first working day of following month.

NAME		(Last)		(First)		(c)				(d)	(e)	(f)	(g)			(h)			(i)	(j)	
DIVISION		BRANCH		TEL. EXT.		BASIC RESEARCH				EXTERNAL ACTIVITIES	PROJECT CONTROL	DECLASSIFICATION	CLERICAL			ADMINIS-TRATION			LEAVE	DAILY HOUR TOTALS	
GRADE		MONTH		YEAR		PLANNING	PROCUREMENT	STUDY	FILING				TYPING-STENO.	FILING	GENERAL	PERSONNEL	BUDGET	GENERAL			SECURITY
DAY OF MONTH	(a) NO. OF NEW NAMES ADDED TO FILES (BI)	(b) PROJECTS (Series & number)						TOTAL PROJECT HOURS													
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
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28																					
29																					
30																					
31																					
TOTAL																					